Title: Coordinator, Emergency Preparedness

Pay Scale Group: 15-01

**Essential Function**

Under general supervision from a designated administrator, plan and supervise the University’s emergency notification system.

**Characteristic Duties**

Prepares, manages and/or updates emergency response plans, disaster plans, action plans, evacuation plans, mission continuity plans, etc., for all university buildings and properties;

Serves as liaison and assists with the coordination of exercises, drills, training, fit testing with departments and operations internal to the university (Housing, EH&S, Athletics, Facilities, Regional Campuses, Judicial Affairs, etc.). This includes the annual fire drills for all academic buildings;

Assists with the management and operation of the university's emergency notification system;

Responsible for education of the university community for emergency preparedness, and instills the commitment to be prepared;

Maintains supplies, equipment, plans, and emergency contacts in the Emergency Operations Center (EOC), ensuring that the center is prepared for activation at all times;

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree and three (3) years’ experience; -OR- Associate's degree and five (5) years’ experience; -OR- seven (7) years’ experience with major course work in public administration, public safety or related field; experience may also require at least one (1) year supervision.